



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
OPNAVINST 11103.1B
N46
20 March 1997

OPNAV INSTRUCTION 11103.1B

From: Chief of Naval Operations

Subj: POLICIES AND PROCEDURES GOVERNING BACHELOR HOUSING

- Ref:
- (a) Military Handbook 1190, Facility Planning and Design Guide (NOTAL)
 - (b) DoD 4165.63-M of Sep 93 DoD Housing Management (NOTAL)
 - (c) OPNAVINST 11101.43, Critical Housing Areas
 - (d) NAVMED P-5010-2, Manual of Preventative Medicine, Chapter 2, Sanitation of Living Spaces and Related Service Facilities
 - (e) Memorandum of Understanding for Support of the Airlift Service Provided by the Department of the Navy to the Air Mobility Command (AMC), Department of the Air Force of 8 Jun 90
 - (f) OPNAVINST 1640.7A, Manual for the Operation of a Waterfront Brig/Correctional Custody Unit
 - (g) OPNAVINST 4700.38, Berthing and Messing During CNO Scheduled Maintenance Availabilities (NOTAL)
 - (h) Joint Federal Travel Regulations (JFTR), Article U4400
 - (i) Joint Travel Regulation (JTR), Article C1055
 - (j) OPNAVINST 1740.5, Personal Financial Management Education, Training and Counseling Program
 - (k) BUPERSINST 11103.1D, Navy Activities with Bachelor Quarters and Navy Lodges
 - (l) Military Handbook 1036, Bachelor Housing Quarters
 - (m) NAVFAC P-80, Facility Planning Criteria for Navy and Marine Corps Shore Installations
 - (n) DoD 7000.14-R, DoD Financial Management Regulations, Volume 13, Nonappropriated Funds Policy and Procedures

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- Encl: (1) Table of Contents
(2) Adequacy Criteria
(3) Eligibility Requirements
(4) Assignment Policy
(5) Berthing Policy
(6) Basic Allowance for Quarters (BAQ)
(7) Transient Lodging Policy
(8) Inspections/Safety and Security
(9) Host/Tenant Relations
(10) Construction and Renovation Policy
(11) Financial Management

1. Purpose. To issue policy and provide Navy-wide guidance regarding the operation of Navy Bachelor Housing. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 11103.1A, OPNAVINST 11103.5, and NAVPERS 15606.

3. Discussion. This instruction along with enclosures 1-11 specifically defines policy governing Bachelor Housing, and when used in conjunction with references (a) through (n), identifies the basic precepts of quality housing management.

4. Scope

a. This instruction applies to:

(1) All Navy activities, commands, and installations worldwide which operate Bachelor Housing.

(2) Unaccompanied active duty and reserve personnel, Department of Defense (DoD) civilians, civilians authorized by the Secretary of the Navy (SECNAV) as described here, National Guard personnel on active duty for training (ACDUTRA), retirees, and family members.

(3) Bachelor Housing, including Bachelor Enlisted Housing, Bachelor Officers Housing, Bachelor Civilian Housing, and Distinguished Visitor Housing.

(4) Recruit training housing.

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(5) Reserve component housing.

(6) Housing for duty personnel and quick response unit with a capacity of more than four persons, including Navy fire, police, security, and guard units, if on plant account as multi-purpose or Bachelor Housing facilities.

(7) Discipline and legal hold housing.

(8) Housing ashore for afloat staffs and ships' companies.

(9) Housing leased or contracted for or by agents of the Navy.

(10) Temporary Lodging Facilities/Navy Lodges when on plant account as Bachelor Housing.

(11) Transient Personnel Unit (TPU) Housing.

(12) Marine Quarters when on the plant property account of the installation commanding officer.

b. This instruction does not apply to:

(1) Correctional facilities.

(2) Medical in-patient facilities.

(3) Structures used as field housing of units deployed for combat or training.

(4) Temporary Lodging Facilities/Navy Lodges when not on plant account as Bachelor Housing.

(5) Afloat housing on Navy vessels or berthing barges.

(6) Transient Family Accommodations (TFAs).

5. Background

a. SECNAV and the Chief of Naval Operations (CNO) are committed to improving the quality of life of Navy members.

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Bachelor Housing, whether assigned to permanent party or transient personnel, profoundly impact the quality of life of residents and, therefore, the performance, morale, and retention of Navy personnel.

b. Bachelor Housing availability, attractiveness, cleanliness, and security are basic needs of all Navy members. Efforts are ongoing to modernize and to construct Bachelor Housing to meet current and future Bachelor Housing requirements so that members entitled to housing are adequately accommodated.

c. Efficient and effective operations and facility maintenance are also recognized management imperatives. Efforts are underway to improve the management of Bachelor Housing at the local activity level and throughout the chain of command.

6. Policy. All local Bachelor Housing policy will conform to this instruction regarding operations, management, funding, utilization, assignment, and responsibilities.

a. Director, Shore Installation Management Division (CNO) (N46) will establish Bachelor Housing policy regarding:

(1) Minimum standards of adequacy for space, privacy, and head configuration.

(2) Eligibility for use.

(3) Priority of assignment.

(4) Use and management of nonappropriated billeting funds.

(5) Assessment of all requirements for Bachelor Housing operations and report such in a baseline assessment memorandum.

(6) Programming appropriate resources to major claimants for distribution to installations for the operations of Bachelor Housing.

b. Director, Facilities and Engineering Division (CNO) (N44) will:

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(1) Include all requirements for Bachelor Housing maintenance in a baseline assessment memorandum.

(2) Program appropriate resources to major claimants for the maintenance and repair of Bachelor Housing.

(3) Track all construction requirements and submit a prioritized list of Bachelor Housing construction projects as part of the Navy budget for funding by Congress.

c. Commander Naval Facilities Engineering Command (COMNAVFACENGCOM) (Code 50) will:

(1) Act as program manager for all Bachelor Housing.

(2) Develop all requirements associated with the operation, maintenance, and construction of Bachelor Housing in support of CNO (N44) and (N46).

(3) Advise CNO (N46) on the impact of all proposed policy changes and make recommendations as appropriate for changes to policy.

(4) Compile appropriate Bachelor Housing reports as required, including the FACSO R-19, R-21, and form DD 2085.

d. Major claimants will:

(1) Ensure compliance with policies contained in this instruction and references (a) through (n).

(2) Ensure that requirements for Bachelor Housing and associated personnel facilities are considered when naval activities experience changing missions and when the location of fleet units and support activities change.

(3) Ensure that command inspections conducted by either claimants or Immediate Superior in Command (ISIC) include detailed review of Bachelor Housing facility condition and management effectiveness, and compliance with this instruction.

(4) Evaluate the current and projected Bachelor Housing requirements of activities under their purview and establish

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priorities for correction of deficiencies through the Military Construction Program (MILCON) and modernization programs.

e. Installation commanders will:

(1) Provide for the quality of life of all Bachelor Housing residents on their installations by aggressive leadership, sound management of resources, continuous communication with residents, and constant oversight. Specifically, they must comply with the provisions of this instruction in the management of, and assignment of personnel to, Navy Bachelor Housing.

(2) Determine requirements for the operation and maintenance of Bachelor Housing facilities.

(a) Plan for and assign high priority to construction, modernization, and alteration projects to correct quantitative, qualitative, and physical Bachelor Housing deficiencies.

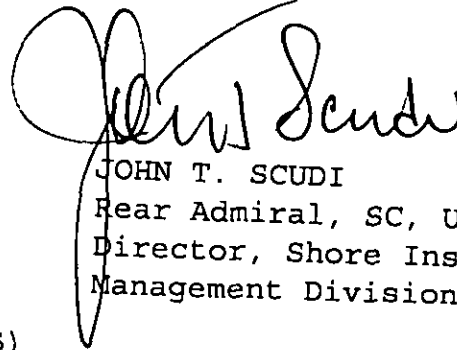
(b) Submit plans to replace existing inadequate (not cost effective to upgrade) facilities.

(c) Identify and submit updated maintenance and repair projects per reference (a). These projects should reflect the total maintenance and repair requirements to correct Bachelor Housing deficiencies covered under the Special Projects program.

(3) Provide for the training and development of Bachelor Housing staff personnel to ensure that all staff members, whether military or civilian, are properly equipped and trained to perform their duties. All personnel serving in management positions should attend Bachelor Housing senior management training. Other staff members should attend "C" and "F" schools.

7. Report. The reporting requirement contained in enclosure (4), paragraph 2b(2) is assigned symbol DD-A&T(A)1470(11103) and is approved for 3 years from the date of this instruction.

8. Form. DD 2085 (10/85), Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data, 5/N 0102-LF-002-0859, is available in the Navy supply system per CD Rom NAVSUP P600 (NLL).



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ADEQUACY CRITERIA

1. Adequacy Criteria. Comfortable, well-furnished, and well-maintained housing facilities and quality services will be provided for all military members and eligible civilians. All Bachelor Housing under Navy control worldwide will meet the following standards of acceptability:

a. Minimum Standards of Adequacy. Bachelor Housing will be considered adequate for assignment purposes if it meets the minimum standards for size/bath/privacy (table 1-1).

(1) Where a bath separates two rooms and is shared by the residents of both rooms, no part of the bath area will be counted in figuring the square footage of either room. Similarly, when a room is designated to have more than one resident, no part of the bath, sink, or foyer areas will be included in measuring the square footage of the room.

(2) Modified open bay is authorized for "A" school students in paygrades E1 through E4. However, the minimum net living area remains 90 square feet per person. Modified open bay refers to a large berthing area with permanent or semi-permanent walls which create sleeping/living cubicles.

b. Environmental Standards. Adequacy is also dependent on environmental requirements such as air conditioning and heating standards established in reference (a). Unique geographic climates affect air conditioning and heating requirements, so reference (a) must be reviewed in determining adequacy at a specific location.

c. Storage Space. Per reference (b), each permanent party resident should be afforded 125 cubic feet of storage space. All storage space provided for Bachelor Housing residents should be controlled by management, and procedures should be developed to ensure the security of items in storage. A Bachelor Housing unit will not be deemed inadequate nor will a member be said to be housed inadequately if the 125 cubic feet cannot be provided.

2. Waivers to Minimum Standards. table 1-1 was implemented 1 October 1995 to achieve CNO's goal of improving the quality of life for Bachelor Housing residents. All activities must meet the minimum standards with the following exceptions:

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a. Permanent Waivers

(1) Permanent waivers have been approved for those activities approved for closure. Civilians (transient) under negotiated labor union contracts are exceptions to this waiver and will be berthed adequately per table 1-1 or issued a Certificate of Non-availability (CNA).

(2) Permanent waivers have been approved for facilities used to house deployed air squadron personnel. Corrective actions will be programmed where feasible.

b. Waiver Requests. Requests for waivers to table 1-1 should be submitted to CNO (N44) via major claimant and COMNAVFACENGCOM (Code 50B). Waiver request should include justification and, if feasible, a plan of action to meet the standards.

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BACHELOR HOUSING MINIMUM STANDARDS OF ADEQUACY

Grade	Transient Personnel	Permanent Party Personnel and PCS Students
Civilians	250 square feet net living area; private room; private bath.	See table 1-2 for equivalent grades.
O3-O10 W3-W5		400 square feet net living area; living room, bedroom and private bath; access to kitchen or officers' dining facility receiving appropriated fund support.
O1-O2, W1-W2		250 square feet net living area; sleeping/living room; private bath.
E7-E9	250 square feet net living area; private room; bath shared with not more than one other.	270 square feet net living area, private room and private bath.
E5-E6	135 square feet net living area; private room; bath shared with not more than one other.	
E1-E4	90 square feet net living area; room configured or open bay space; not more than four to a room except in open bay; central bath.	90 square feet net living area; not more than four to a room; central bath.
E1 Recruits	72 square feet net living area; open bay; central bath.	

Table 1-1

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The net living area of a private room or suite is measured from the inside of the peripheral wall and includes all enclosed, unshared spaces and partitions. The net living area in a shared room comprises the area in the sleeping room allocated for an individual's bed, locker, and circulation; it excludes lounges, bathrooms, hallways, and storage areas designated for military mobility and/or field gear or equivalent. The open bay net living area comprises all within the peripheral walls, less an 8-foot corridor the length of the bay. Net living area for each resident is one equal share of the remainder.

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MILITARY AND CIVILIAN SCHEDULE OF EQUIVALENT GRADES

MILITARY GRADE GROUP	SCHEDULE	EDUCATORS (20 U.S.C. 901-907)	WAGE SYSTEM
O7 TO O10	SES-1 TO SES-6 GS-16 TO GS-18	--	--
O6	GM-15 /GS-15	--	WM-27 TO WM-28
O5	GM-13 AND GM-14 GS-13 AND GS-14	SCHEDULE K	WS-14 TO WS-19 WD-14 TO WD-19
O4	GS-12	PRINCIPALS, SCHEDULE L	WN-8 AND WN-9
O3	GS-10 AND GS-11	SCHEDULE C, STEP 4 AND ABOVE, AND SCHEDULES D - F AND M - O	WS-8 TO WS-13 WD-8 TO WD-13 WN-2 TO WN-7 WL-6 TO WL-14 WG-12 TO WG-15 AND PRODUCTION SUPPORT
O2	GS-8 AND GS-9	SCHEDULE C, STEPS 1 TO 3	
O1	GS-7	--	
E7 TO E9	GS-6	--	
E5 TO E6	GS-5	--	WS-1 TO WS-7 WD-1 TO WD-7 WN-1 TO WN-7 WL-1 TO WL-5 WG-9 TO WG-11
E4	GS-4	--	WG-1 TO WG-8
E1 TO E3	GS-1 TO GS-3	--	

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The Military and Civilian Schedule of Equivalent Grades is based on the military and civilian relationship established for Geneva Convention purposes. Nonappropriated Fund positions shall be considered equivalent to their counterparts under the General Schedule and Wage System, and Senior Level positions shall be considered equivalent to Senior Executive Service positions. Moreover, for the Wage System, when a more precise relationship to military rank or General Schedule grades is necessary, this shall be determined by the installation commander using the grade groupings in the table as a guide. Finally, equivalent grades for other civilian employees not included in the table shall be determined by the installation commander using the table as a guide.

Table 1-2

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ELIGIBILITY REQUIREMENTS

1. Eligibility Requirements. There are two types of berthing status in the Bachelor Housing:

a. Space Required

(1) Permanent. Berthing status of a member who becomes ineligible for Basic Allowance for Quarters (BAQ) as the result of assignment to adequate space in Bachelor Housing. If Bachelor Housing does not have available housing meeting minimum standards of adequacy (table 1-1) for their pay grades, then the members may request permission to live off-base. Pay grades E-5 and above may refuse government housing and instead draw BAQ at any time. Members may voluntarily accept inadequate housing.

(2) Permanent Party Protected Status. Berthing status of a member who remains eligible for BAQ while occupying government housing, but is afforded a level of occupancy priority above space available. This member would not be required to vacate a Bachelor Housing space after assignment until a predetermined time period (e.g. a geographic bachelor (GB) in a critical housing area, and approved by the GB review board would be protected for 180 days) is met or for reasons of military necessity.

(3) Transient. Berthing status of a member on funded Temporary Duty and Temporary Duty Under Instruction (TDY/TEMDUINS) orders, or whose lodging service charges will be paid by a command other than the host command. These members are eligible to make advanced reservations.

(4) Transient Protected Status. Berthing status of a non-permanent party member, receiving no travel reimbursement, but is afforded a level of occupancy priority above space available (e.g. member on no-cost house-hunting orders). These members normally are not eligible to make advanced reservations; however, each command should issue a policy regarding which non-reimbursable traveler's may make reservations.

b. Space Available

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(1) Permanent. Berthing status in which a permanent party resident is housed when space is available and can be displaced to accommodate a person in a higher priority (see enclosure (4) for definitions of priorities). When displacing such personnel, consideration must be extended to give them as much notice as possible.

(2) Transient. Berthing status in which a transient resident is housed when space is available, on a day-to-day basis, and will be displaced by a person with higher priority (see enclosure (4) for definitions of priorities). Reservations will not be made for space available transients.

2. Permanent Party. The following personnel are authorized to reside in permanent party spaces if assigned to the host command or to tenant activities supported by a host/tenant agreement.

a. Active Duty Military

(1) Single, and divorced, without accompanying dependents, on a space required basis.

(2) E1 to E4 married personnel whose dependents reside outside a 50-mile radius of the installation, or who have a proven hardship as determined by the installation commander, on a permanent party protected-status basis for the entirety of the tour at that installation.

(3) Members legally separated, drawing BAQ at the with-dependents rate on a permanent party protected-status basis.

(4) GB

(a) For the purpose of this instruction, a GB is a member who meets all of the following criteria:

1. Permanent party assigned to an activity in Continental United States (CONUS) or Hawaii.

2. E5 and above.

3. Receives BAQ at the "with dependents" rate.

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4. Has Permanent Change of Station (PCS) orders which allow for the transfer of dependents.

5. Has applied for Bachelor Housing space, and the dependents live outside the host command's geographic area (generally outside a 1-hour peak rush hour commuting distance).

(b) A member meeting any of the following criteria is not considered a GB:

1. E4 and below.

2. Divorced/legally separated without legal custody of dependents.

3. On unaccompanied orders.

4. On temporary duty or temporary duty under instruction and eligible to receive per diem.

5. Married to another military member, but geographically separated (paragraph 2a(4)(a)5 by orders and forfeiting BAQ.

6. Married member assigned to a ship in overhaul whose dependents are at another location. Such members are entitled to be berthed in Bachelor Housing under provisions of 10 U.S.C. 7572.

(c) Permanent party GB's in CONUS and Hawaii will be berthed as follows:

1. All activities in CONUS and Hawaii designated as critical housing areas (CHA) per reference (c), and as updated annually by NAVADMIN, will establish a GB review board with membership consisting of, at a minimum, the host commanding officer or executive officer, host command master chief (CMC), and a command financial counselor (CFC). The charter of the board will be to review GB applications for berthing and to determine needy applicants. If the board approves the application, the GB will be berthed on a permanent party protected-status basis and will be protected from displacement for a period of 180 days while looking for permanent housing; 30

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days prior to the end of the 180 day residency period, the member may request reevaluation by the board if berthing is still needed. Unless the installation commander determines that a true hardship exists, the member may remain in housing on a space available basis only.

2. All activities will berth GBs who have a true proven hardship (e.g., special educational or medical requirements for dependents which preclude their transfer to the location of the member), as determined by the host commanding officer, on a permanent party protected-status basis for the duration of their tour.

3. All other permanent party GBs, in CONUS and Hawaii, will be berthed on a space-available basis only. This includes GBs in a Critical Housing Area (CHA) in CONUS and Hawaii who were not approved by the GB policy review board. Personnel in this category will be required to vacate for personnel of higher priority (priorities defined in enclosure (4)) upon reasonable notice.

4. All personnel arriving unaccompanied under PCS orders at a base within 18 months of announced closure date (per OPNAVNOTE 5450) will be berthed on a "Permanent Party Protected-status basis" in the Bachelor Housing for the duration of the assignment.

5. Personnel ordered to Duty Under Instruction (greater than 20 weeks) to attend a Navy school or series of schools on a naval installation, who are authorized movement of dependents but are unaccompanied, will be berthed in the Bachelor Housing on a "Permanent Party Protected Status" basis. Once berthed, the member normally will be protected from displacement for the duration of the school or schools.

6. In either case, protected-status or space-available GBs may be berthed at less than minimum standards of adequacy for their pay grade, but not less than 72 square feet per reference (d). It should be noted that where available, every effort should be made to house GBs in accordance with standards.

b. Civilians

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(1) In foreign countries and U.S. overseas areas, the following civilians may be berthed on a space-available basis when recruited from the U.S.: DoD civilian employees; contractors employed by the government; nonappropriated fund civilian employees; and Red Cross workers. In CONUS and Hawaii, civilians must rely on the private sector for housing.

(2) United Service Organization (USO) Executive and Staff Personnel. In Alaska, Hawaii, U.S. overseas areas, and foreign countries, USO executive and staff personnel may be berthed on a space available basis. In CONUS, they will rely on the private sector for housing.

c. Foreign Military. Foreign military in the Personnel Exchange Program (PEP), the International Military Education Training (IMET) program, and the Foreign Military Training (FMT) program will be berthed on the same basis as their U.S. counterparts. All other foreign military will be berthed on a space-available basis.

3. Transient. The following personnel are authorized to reside in transient spaces.

a. Active Duty Military

(1) On temporary duty orders to the host command/installation will be berthed on a transient space-required basis.

(2) On PCS orders to the host or tenant activities supported by a host/tenant agreement, when permanent housing is not immediately available, will be berthed on a transient protected-status basis for up to 30 days. After 30 days in government housing (regardless of whether permanent party or transient), while under PCS orders, a member's BAQ will normally be stopped. If permanent housing remains unavailable, the member may continue on a transient protected-status basis for an additional 30 days.

(3) On deployed units and eligible for per diem (e.g., patrol squadrons, construction battalion units (CBU), etc.), and supported by a host/tenant agreement, berthed on a transient space-required basis.

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(4) All crews of ships, including GBs, are berthed on a transient space-required basis when the ship is declared uninhabitable. Under 10 U.S.C. 7572, GBs are entitled to Bachelor Housing berthing when ships are declared uninhabitable.

(5) Midshipmen and officer candidates in training, will be berthed on a transient space-required basis. Midshipmen and officer candidates on leave or liberty will be berthed on a space-available basis.

(6) Air Mobility Command (AMC) aircrews at activities traversed by AMC aircraft during regularly scheduled missions, berthed on a transient space-required basis, per reference (e).

(7) Activities which, by agreement, provide support to AMC aircrews on an "as needed" basis (e.g., for Special Assignment Airlift Missions (SAAMs), Joint Airborne/Air Transportability Training (JA/ATT), or scheduled exercises), will be berthed on a transient space-required basis.

(8) On leave or liberty will be berthed on a space-available basis.

b. Reserve Personnel

(1) Categories of Reserve Duty

(a) Inactive Duty Training (IDT) - involves the duty of reservists at a training site, who are not under separate temporary duty orders, and who live outside of a 50-mile radius of the training site. These are mostly weekend duty reservists who reside beyond a reasonable commuting distance (50 miles) of their training site. IDT personnel, when on an advanced reservation list, will be housed transient space-required; otherwise, space-available.

(b) Inactive Duty Training Travel (IDTT) - involves temporary duty at a training site other than the normal drill site with directed travel under funded orders. IDTT personnel, when on an advanced reservation list, will be housed transient space-required; otherwise, space-available.

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(c) Active Duty for Training (ADT) - usually a 2-week period of active duty under orders. Members on ADT orders will be berthed on a transient space-required basis.

(d) Annual Training (AT) - normally a 2-week training period under funded orders. Members on AT will be berthed on a transient space-required basis.

(2) Reservists residing within a 50-mile radius of the installation will be berthed on a space-available basis.

(3) Reservists not in an active duty or training status will be berthed on a space-available basis.

(4) Reservists not under orders, paid retirees and gray area retirees may occupy Transient Facilities on a space available basis.

c. Other Government Agencies. U.S. Coast Guard personnel and civilian employees of the U.S. Public Health Service, and the National Oceanic and Atmospheric Administration will be berthed on a space-available basis if supported by a host/tenant agreement.

d. Family Members (Dependents)

(1) When the sponsor is under PCS orders and when the Navy Lodge or permanent housing (i.e., military family housing or civilian housing) are not immediately available, dependent family members may be berthed on a transient protected-status basis for no more than 10 days if appropriate Bachelor Housing space is available (private room with private bath). They will be berthed on a space-available basis thereafter.

(2) When the sponsor is on medical temporary duty, family members may be berthed on a transient protected-status basis, provided appropriate Bachelor Housing space is available (private room with private bath).

e. Civilians

(1) Space Required

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(a) The following civilian personnel will be berthed on a space-required basis when on temporary duty orders to an installation:

1. DoD civilian employees.
2. Nonappropriated fund personnel.
3. Red Cross workers.
4. USO professional and staff personnel.
5. Navy-Marine Corps Relief Society personnel.
6. Contractors, when lodging expenses are paid by the Navy.
7. Non-DoD civilian employees, not noted above, who contribute to naval mission accomplishment, with approval from the host command's major claimant.

(b) When a DoD civilian is under PCS orders and is eligible for Temporary Housing Subsistence Expense Allowance (TQSE) in accordance with the Joint Travel Regulations (JTR), they will be berthed transient space-required for no more than 30 days, and up to 30 days space-available thereafter. Total cumulative stay in the Bachelor Housing is not to exceed 60 days.

(2) Space Available. The following civilian personnel will be berthed on a space-available basis: Navy Wives Club officers on official business; Navy command ombudsman on invitational travel orders; Navy-sponsored youth groups; and law enforcement officials on official business.

f. Retired Personnel. Retirees, with or without family members, will be berthed on a space-available basis. Appropriate Bachelor Housing facilities (private room with private bath) must be available to accommodate retirees with family members.

g. Foreign Military Personnel. Foreign military members in the Personnel Exchange Program (PEP), International Military Education Training (IMET) program, or Foreign Military Training (FMT) program, or when on official orders to the installation,

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will be berthed at the same criteria as their U.S. military counterparts. When on leave or liberty, members in the PEP, IMET, or FMT will be berthed on a space-available basis.

h. Medal of Honor Recipients. Medal of Honor recipients may be housed in Distinguished Visiting Officer Housing at the discretion of the host commander, unless prohibited by international agreement.

i. Navy-Sponsored Youth Groups. In support of recruiting, the Navy supports and assists nationally organized youth groups, as much as possible within the limits of available resources, and to the extent that this participation will not interfere with assigned missions. Navy-supported youth groups are as defined by Commander, Navy Recruiting Command. Commanding officers who wish to provide berthing to other organizations must first obtain approval from their major claimant.

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ASSIGNMENT POLICY1. Assignment to Adequate Bachelor Housing

a. E1-E4. E1-E4 personnel are required to reside in Bachelor Housing when space is available. Where sufficient Bachelor Housing space is unavailable, the installation commander will program to construct/lease or obtain adequate housing as described in table 1-1 of this instruction for all E1-E4 eligible for Bachelor Housing space.

b. E5 and above. E5 and above personnel may elect to draw allowances rather than reside in government housing, except in cases of military necessity. Except for high cost, remote, and overseas locations, E5 and above will not normally be included as a requirement for construction of new Bachelor Housing facilities.

c. E6 Shipboard Sailors. E6 Shipboard Sailors are entitled to BAQ/Variable Housing Allowance (VHA) but are not entitled to reside in government housing, except in cases for military necessity.

2. Priority of Assignment to Bachelor Housinga. Priority List

- (1) Military Necessity
- (2) Recruits
- (3) "A" School Students
- (4) Transients

(5) E1-E6 Rotationals (Rotational is defined as member attached to a sea duty component of a deployable unit. This includes deployable air squadrons/detachments, seabee battalions, and similar units where members are shorebased but deploy for 90 days or more. It also includes submarine crews in their homeport).

- (6) E1-E4 Permanent Party

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- (7) E5-E6 Permanent Party
- (8) E7-E9 Permanent Party
- (9) Space-Available Geographic Bachelors
- (10) Officers Permanent Party
- (11) Space-Available Transients
 - (a) Active Duty Military
 - (b) Reservists
 - (c) Retirees

b. Utilization Plan. The priority list will be used to develop a comprehensive utilization plan for use of Bachelor Housing assets.

(1) Commanding officers will review and approve utilization plans on a quarterly basis.

(2) The DOD Unaccompanied Personnel Housing Inventory, Occupancy and Utilization Data Report (DD 2085) will be completed on 30 September of each year and submitted to COMNAVFACENGCOM (Code 50B) via the Engineering Field Division (EFD) with copy to the major claimant.

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BERTHING POLICY1. Policy

a. Bachelor Officer Housing. All personnel in the paygrade of Chief Warrant Officer and above will normally be berthed in a separate building or buildings designated as Bachelor Officer Housing.

b. Bachelor Enlisted Housing. All personnel in paygrades E1-E9 will normally be berthed in a separate building or buildings designated as Bachelor Enlisted Housing.

(1) E1-E3 personnel will be berthed in rooms together. E4 personnel will normally be berthed with other E4 personnel but may be berthed with E1-E3 personnel if necessary.

(2) E7-E9 personnel will be berthed separately from personnel in lower paygrades with separate lounge and bath facilities, and may be berthed in historically under utilized housing.

c. Distinguished Visitor Housing. Distinguished Visitor Housing is maintained to provide temporary, quality accommodations to Very Important Persons on Temporary Additional Duty (TAD) or official business to a command or area. Distinguished Visitor Housing is enlisted or officer rooms, suites, or houses that have upgraded furnishings and amenities, used primarily, but not exclusively, for personnel E9 or O6 and above. Charges will be commensurate with the furnishings, amenities, and services provided and will be subject to the provisions of this instruction. Reservations will be made through the billeting office, but may be controlled by the installation commander. Installation commanders will ensure Distinguished Visitor Housing is self-sufficient and should not rely on other transient billeting spaces for support. Each operating activity will establish, in writing, policies governing these housing units.

d. Combined Bachelor Housing. Where utilization is insufficient to justify separate enlisted and officer housing, a combined Bachelor Housing operation is acceptable.

e. Civilians

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(1) Permanent Party. If space is available U.S. hire civilian personnel may be berthed in the same facilities as their equivalent military counterparts per table 1-2 (enclosure (2)) at overseas sites and Hawaii only.

(2) Transient. Per table 1-1 (enclosure (2)), transient civilians require 250 square feet of space, a private room, and private bath, and thus will normally be berthed in a Bachelor Officer Housing. Activities without Bachelor Officer Housing may house civilians of enlisted equivalency in the Enlisted Housing provided the space meets the minimum standards of adequacy in table 1-1.

f. Midshipmen. Midshipmen, cadets, and officer candidates under instruction may be berthed in either officer or enlisted bachelor housing (E5/E6 criteria). As space permits, first and second-class midshipmen and officer candidates should be berthed in Bachelor Officer Housing.

g. Marine Corps Personnel

(1) Marine Corps personnel berthed in Navy Bachelor Housing will be berthed in accordance with table 1-1 enclosure (2).

(2) Marine Corps personnel assigned to Marine Corps Bachelor Quarters/ Security Force commands and berthed in Bachelor Housing designated as Marine Bachelor Quarters on the Naval Facilities Assets Data Base will not be considered with other station Bachelor Housing residents when calculating occupancy rates. However, Marine Bachelor Quarters will be included in the annual submission of DD 2085, UPH Inventory, Occupancy, and Utilization Report.

h. Occupancy Limit. For personnel neither on temporary duty nor traveling as guests of the Armed Forces, the limit for transient Bachelor Housing occupancy is 30 days, except in cases of personal hardship or military necessity. Under these circumstances, the host commander may grant extensions on a case-by-case basis.

2. Special Assignment Considerations

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a. Service Member Married to Service Member

(1) If appropriate Bachelor Housing space is available (private room with private bath), a service couple may occupy the same Bachelor Housing room pending assignment to family housing or rental/purchase of off-base housing.

(2) When a service couple with no dependents is stationed at separate installations over 50 miles apart, each member is considered "single, no dependents" for purpose of BAQ/VHA and assignment to Navy Bachelor Housing. Forfeiture of BAQ is required for assignment to Navy Bachelor Housing.

(3) When a service couple with dependents is stationed at separate installations over 50 miles apart, the member that is drawing BAQ at the "with dependent" rate and separated from the dependents, if E5 or above, is considered a geographic bachelor.

b. Pregnant Servicewomen. Pregnant servicewomen with no other dependents are authorized to reside in Bachelor Housing for their full term of pregnancy. Host commanders may, upon request and with confirmation of pregnancy, authorize pregnant servicewomen to draw BAQ and reside in the civilian community at any time during the pregnancy without regard to permanent party utilization rates.

c. Separation/Disciplinary Berthing. Personnel in a disciplinary status or awaiting administrative or other than honorable discharge may have negative effects on morale and quality of life of others. For this reason, they will be berthed separately while on restriction or awaiting transfer. If separate facilities are not feasible, disciplinary cases should be berthed separately, by wing or deck, to the maximum extent practicable (controls or restrictions may be imposed only on disciplinary cases). While such housing will conform Bachelor Housing adequacy and assignment criteria, they will be administered by other than Bachelor Housing personnel (e.g., Transient Personnel Unit personnel).

d. Correctional Custody. Personnel awarded correctional custody will be berthed in separate facilities, per reference (f).

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e. Overnight Guests. Host commanders will develop and issue policy regarding overnight guests.

f. Hardship Cases. Host commanders will develop procedures to determine and handle hardship cases.

g. Personnel Attached to Vessels Undergoing Overhaul/Conversion or in a Decommissioning/Precommissioning Status. Per reference (g), when an afloat unit is considered uninhabitable, fleet commanders are normally responsible for planning and funding for housing and messing for the following personnel: (GBs in these categories will be berthed on the same basis as single personnel)

(1) Crew members on sea duty who are deprived of housing and messing facilities because of repairs, overhaul, conversion, or other conditions that render the ship to which they are assigned uninhabitable.

(2) Nucleus crews of ships under construction or undergoing activation.

(3) Residual crews being decommissioned. When housing are not available at naval shipyards, contracting officers and billeting officers of ships will ensure that housing leased or provided as part of an overhaul contract, etc., meet the adequacy requirements for personnel outlined in this instruction. (GBs will be included in requirements when leasing housing).

h. Duty Crew Barges. Accommodations aboard Duty Crew Barges will not be used for involuntary assignment of personnel assigned to shore duty except as required for military necessity.

i. Smoking. Installation commanders should make every effort to accommodate the smoking preferences of Bachelor Housing residents. Smoking is prohibited in Bachelor Housing where the rooms are served by a common heating ventilation and air conditioning system. In Bachelor Housing with rooms having individual heating and cooling systems, installation commanders should make reasonable efforts to designate sufficient smoking housing for smoking members and non-smoking housing for non-smoking members. If permanent party personnel of different smoking preference share a room, smoking is prohibited unless the

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non-smoking member agrees to permit smoking and the room is designated as a smoking room. In the case of transients, non-smoking members will be issued a Certificate of Non-Availability (CNA) rather than be required to reside in a designated smoking room. Smoking is prohibited in rooms designated as non-smoking. A CNA will not be issued solely due to lack of designated smoking housing.

3. Involuntary Assignment

a. Military Necessity

(1) Host commanders may declare military necessity when, in their judgment, on-base berthing of an individual is required because of circumstances involving mission accomplishment, contingency operations, training, or maintenance of a disciplined force.

(2) Military necessity is the only reason a member may be berthed involuntarily in substandard or inadequate housing. However, whenever the 72 square foot medical standard established in reference (d) cannot be met, a medical evaluation of the berthing spaces must be conducted to identify health risks.

(3) Determination of military necessity must be made on a case-by-case basis. It should apply equally to those with and without dependents.

(4) Military necessity will not be declared solely to avoid paying BAQ or per diem.

b. Overseas Activities. When the health or personal safety of personnel living overseas in the civilian community is endangered, or in situations where military personnel residing in the civilian community is unacceptable to the host country, involuntary assignment of military and civilian personnel to Bachelor Housing is authorized. As with other cases of military necessity, the host commander will document the circumstances of the involuntary assignment.

c. Permanent Party without Dependents. Except as outlined here, permanent party personnel without dependents who have been authorized to live in the civilian community, will not be

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mandatorily reassigned to Bachelor Housing while assigned in the same geographic area or after returning to homeport from deployment, except through non-judicial punishment action or declaration of military necessity.

4. Use of Transient Bachelor Housing Not Required

a. When Use is Impractical. Per reference (h), the host commander or designee at the temporary duty or delay point may determine that the use of government housing is impractical, or the order-issuing official or the traveler's commanding officer (or designee) may determine that use of government housing would adversely affect the performance of the assigned mission. Such use of the "adverse effect" exemption must be thoroughly justified and is subject to review by higher authority when liquidating travel claims.

b. Excess Travel of Civilians. Per reference (i), civilian personnel who are required to travel on official duty in excess of 50 percent of their assigned administrative work-year will not be required to occupy government housing at temporary duty stations.

c. Civilians with Disabilities. Civilian personnel with disabilities will not be required to occupy government housing at the temporary duty station if available housing are not accessible to and usable by persons with disabilities.

d. Ordered to City Vice Installation. Use of government housing is not required when ordered to a city vice installation.

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BASIC ALLOWANCE FOR QUARTERS (BAQ)1. Authorizationa. Adequate Permanent Party Bachelor Housing Available.

Only host commanders may authorize payment of BAQ to personnel without dependents who elect not to occupy adequate government housing and, instead, to receive BAQ. Personnel in a pay grade above E-5 are excepted from the general rule and may elect to live off-base and draw BAQ. Effective 1 July 1996, personnel in pay grade E-6, and who are serving on sea duty may elect not to occupy housing and draw BAQ. Host commanders may authorize personnel who otherwise require or those applying to occupy Bachelor Housing to live off-base and draw BAQ when a Bachelor Housing reaches full utilization. Host commanders will determine their own level of full utilization based on historic trends and current and future requirements. It is understood that some rooms must be kept vacant to accommodate the flow of permanent party personnel and transients. Utilization should routinely approach 100 percent. Members requesting to move off-base must state that they fully understand that they are not automatically authorized BAQ by moving out of housing, and that they will be placed on a waiting list for authority to live off-base if their request is not approved at the time of moving. BAQ is not retroactive. Entitlement arises when authority to live off-base is approved, or when the Bachelor Housing is at full occupancy when occupancy becomes required. Members without dependents, who lived off-base at their last duty station and acquired more furnishings than may be accommodated in a Bachelor Housing space suitable for their pay grade, may request permission to live off-base. Host commanders may, based on the maturity of the individual, bill of lading from the PCS move, practicality, and cost effectiveness of storing the furnishings at government expense, authorize the member to continue to live off-base and draw BAQ. Travel regulations limit payment for storage of household goods to up to 180 days.

b. Adequate Permanent Party Bachelor Housing Not Available.

When adequate permanent party Bachelor Housing space is not available or when full utilization of housing is reached, host commanders may authorize personnel in pay grades below E-7 (below E-6 if on sea duty) to live off-base and draw BAQ. Applications will be approved based on seniority, on the date of application,

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e.g. by application date, E-6 first, E-5 next, etc. Delegation of authority to approve applications to live off-base will be strictly controlled by the host commander.

c. E-1 - E-4 Personnel Authorized to Draw Single BAQ.

Commanding officers will ensure that single E-1 through E-4 personnel receive financial management counseling per reference (j) prior to approving their requests to live off-base. This counseling may be provided by qualified persons such as the executive officer, department head, division officer, or a qualified command financial specialist. Commands that have no counseling capability may refer their personnel to the Family Service Center (FSC) for assistance. Exceptionally difficult cases may be referred to the FSC or Navy-Marine Corps Relief Society for assistance. In all cases, commands will document counseling on a NAVPERS 1070/13, Administrative Remarks (page 13), to be filed in the member's service record.

d. Married Personnel outside CONUS and Hawaii. Outside the United States or in Alaska, members who are unaccompanied by their dependents, for any reason, are housed in Bachelor Housing on the same basis as members with no dependents. However, such members are not eligible for and will not be paid Family Separation Allowance One (FSA-1) unless government housing are certified not available. Non-temporary storage of household goods is authorized when permanent party Bachelor Housing is assigned and the member has household goods in excess of available space in the Bachelor Housing. Commands outside CONUS and Hawaii should include this information in Welcome Aboard packets.

e. Occupancy of Transient Bachelor Housing. Residents of transient Bachelor Housing may be authorized continued payment of BAQ provided one of the following conditions exist:

(1) Occupancy occurs while the member is in a duty or leave status incident to PCS for no more than 30 days. The member should be advised that BAQ will terminate after 30 days even though continued occupancy may be allowed for up to 60 days.

(2) Occupancy occurs while the member is in a leave status not incident to PCS and does not exceed 7 consecutive days per reference (b).

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(3) The host commander has granted an extension of the 30-days occupancy limitation in cases of personal hardship or military necessity.

f. Single Request to Live Off-base. E1-E4 personnel who desire to live off-base must submit such a request, in writing, to the host commander, via the chain of command. BAQ may not be paid until a request has been approved. E-5 and above who reside in the Bachelor Housing, but choose to live off-base, must notify the host commander, in writing of their intent to vacate.

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TRANSIENT LODGING POLICY

1. Policy Official. Travelers on TDY/TEM DUINS, military and civilian, must reside in adequate Bachelor Housing, to include Navy Lodges (government housing), if available, or forfeit the lodging portion of their per diem. If adequate Bachelor Housing space is not available, a Certificate of Non-Availability (CNA) number must be provided prior to obtaining commercial lodging. First preference for berthing is adequate Navy Bachelor Housing at the primary TAD site or an alternate Bachelor Housing within a 30-minute rush-hour commute of the primary TAD site as listed in reference (k). Second preference is Navy Lodge within a 30-minute rush-hour drive as determined by reference (k), and commercial lodging is the last preference. When a Navy Bachelor Housing, alternate Bachelor Housing, or Navy Lodge is not available, the primary site will issue the CNA. A CNA is not required from alternate Bachelor Housing sites or the Navy Lodge when processing a travel claim.

2. Bachelor Housing Central Reservation System. All transient Navy Bachelor Housing are required to participate in the Bachelor Housing Central Reservation System. Bachelor Housing will provide room allotments to the system for up to 180 days in advance. When the Central Reservation System (CRS) has exhausted room allotments for a specific Bachelor Housing and alternate government housing are not available, a CNA will be issued. If government housing is not available, a CNA number will be recorded on the travel itinerary. The traveler is not required to produce a paper CNA when submitting travel claims. In addition, Bachelor Housing is not required to receive or maintain copies of orders when issuing CNAs or when the Commercial Travel Office (CTO) issues a CNA.

3. Reservations. Reservations may be booked at any time prior to travel, however, a CNA may not be issued more than 45 days in advance of travel. Under the current contract, the CTO is not required to make reservations for Air Force, Army, Marine Corps, or Nonappropriated Funds (NAF) personnel. The following information is required when booking a reservation:

- a. Full name, rank/rate, and gender of traveler.
- b. Official title for personnel in paygrades O-6/GM-15 and above.

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- c. Social security number.
- d. Originating command with duty phone.
- e. Specific command/site to which ordered.
- f. Estimated time of arrival.
- g. Whether per diem is authorized or not.

4. Certificate of Non-Availability (CNA)

a. TDY/TEMDUINS. Personnel TDY/TEMDUINS for 14 days or less will either be accommodated for the entire period in government housing or will be issued a CNA for the entire period (except in the case of late arrivals as noted in paragraph 4c. For travelers whose TDY/TEMDUINS equals or exceeds 15 days, reservations will be sought to accommodate the traveler for the entire travel period. If this is not possible, reservations will be made for government housing for those periods available and CNAs issued for the remaining periods.

b. Moves. Travelers will not be required to move more than twice at any one location during a single TDY/TEMDUINS assignment. A move out of government housing into a commercial facility, or vice versa, constitutes one move. Moves will not be made for periods of 7 days or less. Extreme care should be exercised to avoid unnecessary inconveniences to the traveler. Travelers who have already been required to move from commercial lodging into government housing would only be required to move a second time under extraordinary circumstances.

c. Late Arrivals/Cancellations. Command travel coordinators/ travelers must notify Bachelor Housing as soon as possible of any change in travel plans. When making reservations, command travel coordinators should alert Bachelor Housing if the traveler is expected to arrive after 1800. If a reservation is not coded for a late arrival, it may be released after 1800 for walk-in or space-available customers. If the traveler arrives late and the room has been released to a space-available customer, the traveler will receive a 1-day CNA and will occupy Bachelor Housing for the remaining period of the original reservation. It is ultimately the responsibility of the traveler to ensure that cancellations or modifications to reservations are made.

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d. If not Required to Stay. Military personnel and government civilian employees may not be required to stay in government housing; however, the lodging portion of the per diem will not be paid to employees who choose not to stay in government housing when adequate government housing is available.

e. Issuing Authority. Authority to issue CNAs must be delegated in writing from the Bachelor Housing Officer to each front desk clerk or any person (such as the junior officer of the day (JOOD), etc.) authorized to issue a CNA.

f. CNA Numbers and Log. The CNA is a five-digit, activity-controlled serial number, followed by a two-digit fiscal year identifier and the letter E or O to indicate enlisted or officer, e.g., #00001-96E for the first CNA of fiscal year 97. Serial numbers will start with 00001 on the first day of the new fiscal year. CNAs issued by CTO will have six digits and start with 000001. Computerized systems should also use sequential serial numbers. Serial numbers will always reflect the two-digit fiscal year identifier.

(1) The CNA log will provide space to record the following information for each traveler:

- (a) CNA number.
- (b) Name.
- (c) Rank/rate.
- (d) Social security number.
- (e) Permanent duty station.
- (f) Date the CNA number is issued.
- (g) Dates encompassing the temporary duty period.
- (h) Number of days for which the CNA was issued.
- (i) Cumulative total of CNA days.
- (j) Initials of the clerk assigning the number.
- (k) A remark section, e.g., traveler's phone number.

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(2) Separate CNA logs must be maintained for officer/civilian equivalent and enlisted/civilian equivalent personnel. Both logs will start with CNA #00001-FY. The CNA Log or back-ups of the computerized CNA Log will be maintained by the activity, for audit purposes, for 3 years.

g. Small Commands Issuing CNAs. At small commands where the JOOD or other watchstanders are authorized to issue CNAs, the CNA log will be checked out from the front desk nightly and back in the following morning.

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INSPECTIONS/SAFETY/SECURITY1. Responsibilitiesa. Host Command

(1) Commanding officers with Bachelor Housing on their real property plant account will include Bachelor Housing inspection procedures in the command inspection instruction.

(2) The host command has the responsibility to initiate, coordinate, and conduct periodic inspections of all housing on their plant account. This responsibility will not be delegated to tenant commands.

(3) Safety and security are command functions and are implemented throughout the command. The host commanding officer has the ultimate responsibility to ensure that all Bachelor Housing on the installation plant account is being operated in accordance with all applicable command fire, safety, and security standards.

b. Tenant Commands. Tenant commands have a responsibility to routinely inspect Bachelor Housing spaces occupied by command personnel to ensure those personnel are adequately housed and are maintaining their assigned housing properly.

2. Establishing an Inspection Program

a. Instruction. The host command will publish the policy for establishing and conducting a housing inspection program. This policy will be included in the host command's Bachelor Housing instruction and will cover:

(1) Inspection responsibilities of the host command, tenant commands, inspectors, housing management staff, etc.

(2) Guidance on consolidating inspections.

(3) Frequency and scheduling policies.

(4) Inspection standards.

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- (5) Inspection policy briefing and escort.
- (6) Room entry procedures.
- (7) Required reports.
- (8) Action required as a result of inspection discrepancies.
- (9) Reinspection policy.

b. Consolidation. Housing inspections will be held to the minimum necessary to ensure that buildings are properly maintained in a safe, secure, and sanitary condition. To reduce the disruption of various inspectors entering Bachelor Housing at different times, the following inspectors should conduct their inspections as part of a single inspection team.

- (1) Fire Inspector (quarterly).
- (2) Safety Inspector (as determined by installation commanding officer).
- (3) Security Inspector (annually).
- (4) Preventive Medicine Inspector (quarterly).
- (5) Public Works Inspector (as determined by installation commanding officer).

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HOST/TENANT RELATIONS1. Requirements

a. Host commander will develop host/tenant agreements with all tenant commands who require berthing in Bachelor Housing.

b. Tenant Command will ensure tenant personnel comply with host command housing regulations. The tenant command will hold its personnel accountable, through disciplinary action and/or pay checkage, for violation of policies and regulations as published by the installation commander.

2. Unit Integrity. When practical, commands will implement an occupancy or utilization plan which individually identifies specific buildings, floors, wings, etc. for the host command and all tenant commands to occupy. This is known as unit integrity. If a conflict arises between full usage of housing and unit integrity, full use of housing takes precedence.

3. Special Environment Housing. Special environment Bachelor Housing enhance the specific mission of a command by providing a controlled environment for residents. The following are designated as special environment Bachelor Housing: Integrated Training Brigade (ITB) Bachelor Housing, E1-E4 "A" School or Training Bachelor Housing, Recruit Bachelor Housing, Marine Bachelor Quarters/Marine Security Force Bachelor Quarters (when on the Naval Facilities Assets Data Base as Marine Bachelor Quarters), and Transient Personnel Units.

a. Bachelor Housing staff will perform only support functions for the special environment, e.g., inventory and replacement of furniture, preparation of reports, equipment inventory and replacement, budgeting, trouble call management, etc.

b. Bachelor Housing staff will maintain liaison with the special environment supervisory staff personnel only.

c. Host/tenant agreements will support the objectives of the special environment Bachelor Housing.

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4. Other Host/Tenant Requirements. When the Navy is the tenant, the Navy will comply with the host installation's Bachelor Housing regulations except that the Navy may impose stricter regulations on its personnel.

5. Navy Host/Civilian Organization Tenant. Civilian personnel will be authorized housing as outlined in reference (b).

a. Where the Navy is the designated host to provide housing to authorized civilian organizations or individuals, the civilian organizations and individuals will comply with Bachelor Housing regulations.

b. The host commanding officer may refuse or terminate occupancy for civilians and civilian organizations who do not agree or fail to comply with Bachelor Housing regulations.

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CONSTRUCTION AND RENOVATION POLICY

1. Design and Construction of Bachelor Housing. Under Title 10 U.S.C., Section 2856, the Secretary of Defense is required to establish the maximum allowable area per occupant for new, permanent, barracks construction. The 1+1 standard design criterion (one member per room, no more than two rooms per head) approved by the Secretary of Defense will be the basis for construction of permanent party Bachelor Housing. However, there are some exceptions where it will not be practical to construct or renovate to the 1+1 standard. Therefore, reference (1), Military Handbook 1036, should be consulted for planning guidance.

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FINANCIAL MANAGEMENT1. General Information

a. Appropriated Funds (APF). Appropriated funds are provided by Congress to DoD within two appropriations that affect Bachelor Housing: The Military Construction (MILCON) appropriation and the Operations and Maintenance, Navy (O&M,N) appropriation. The MILCON appropriation includes funds for construction and renovation of Bachelor Housing. The O&M,N appropriation provides funding for day-to-day operations: furnishings, civilian personnel salaries, travel and transportation, service calls, laundry, minor construction, repairs, etc. Appropriated funds are the primary source of funding for operations and maintenance of Bachelor Housing.

b. Nonappropriated Billeting Funds (NABF). Nonappropriated billeting funds are obtained from sources other than Congressional appropriations, but are considered government funds. Bachelor Housing with transient billeting operations may establish a nonappropriated "Billeting Fund." NABF consists of service charges (revenue) collected from transient personnel residing in Bachelor Housing (and from permanent party personnel residing in Bachelor Housing who elect housekeeping service). These funds are expended to provide housekeeping services and in-room amenities for transient personnel only. The only exception is the housekeeping service elected, and paid for, by permanent party personnel.

2. Establishing and Operating a Billeting Fund

a. Billeting Fund. Each host commander operating a transient Bachelor Housing will operate a billeting fund to receive and disburse monies collected from service charges.

(1) A billeting fund is a separate, self-sustaining Nonappropriated Fund (NAF) fiscal entity, created to provide Bachelor Housing services to eligible personnel. NABF must be administered in accordance with generally accepted accounting principles and DOD NAF policy and procedures stated in reference (n). NABF generated from service charges are not part of morale, welfare, and recreation (MWR) NAF and are not to be expended for MWR purposes, nor intermingled with MWR accounts.

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(2) The billeting fund is a government fund, and managers must ensure strict management of the fund at all times.

(3) Billeting funds are identified by the name of the activity where they are established, e.g., BACHELOR HOUSING Naval Station, Norfolk; BACHELOR HOUSING NAS North Island, etc., and the applicable Unit Identification Code (UIC).

(4) Accounting policies and procedures are provided in reference (n) and the Recreation and Mess Central Accounting System (RAMCAS) User's Handbook. Automated accounting reports will be provided monthly through the RAMCAS, unless the account is deemed to be too small to warrant use of the system (less than \$10,000 in gross revenue). In this case, local accounting may be accomplished.

(5) A billeting fund will be established with the approval of COMNAVFACENGCOM (Code 50B), requested by the host command via the major claimant.

b. Waiver from Establishment of Billeting Fund. Commands that cannot operate a self-sustaining billeting fund, but have transient housing, must request a waiver from establishment of a billeting fund from COMNAVFACENGCOM (Code 50B) via their major claimant.

c. Command Responsibilities for Nonappropriated Billeting Fund

(1) Commanding Officer Responsibility. The host commander is ultimately responsible for the billeting fund, including all monies and inventories purchased with billeting funds. The commanding officer is responsible for the appointment of competent billeting fund personnel.

(2) Bachelor Housing Officer Accountability. The Bachelor Housing officer shall be appointed, in writing, by the commanding officer as administrator of the billeting fund. The Bachelor Housing officer is accountable for the billeting fund, including all monies and inventories purchased with NABF.

d. Letters of Authority or Appointment

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(1) Per reference (n), each incumbent (or current) commanding officer will issue the following letters of authorization and appointment:

(a) Letters of appointment as billeting fund administrators for the Bachelor Housing officer, Bachelor Officer Housing officer, and/or Bachelor Enlisted Housing officer.

(b) Letters of authorization for individuals authorized to sign checks. Limit of monetary authority must be stipulated.

(c) Letters of authorization to establish the petty cash fund and the Bachelor Housing change fund. The amounts of the petty cash fund and the Bachelor Housing change fund that the designated custodians are responsible for must be specified.

(2) The Bachelor Housing officer may delegate authority to other personnel for the following functions (letters of authorization from the Bachelor Housing officer documenting such delegation must be issued):

(a) Central cashier.

(b) Petty cash fund custodian (amount must be specified).

(c) Change fund custodian (amount must be specified).

(d) Cash register reader.

(e) Purchasing agent (cannot be receiving agent).

(f) Receiving agent (cannot be purchasing agent).

(3) When modifications are made, e.g., dollar amounts or personnel authorized, new letters of authorization or appointment must be initiated and submitted for the commanding officer's signature of approval.

e. Billeting Fund Controls. Reference (n) establishes guidelines for the control of billeting fund assets. Proper

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control depends upon responsible personnel, the separation of functions and periodic audits and fiscal oversight reviews.

(1) There is an individual fiduciary responsibility for properly using NABF and preventing waste, loss, or unauthorized use. This responsibility extends to all Navy members and civilian employees paid with either appropriated or NAF.

(2) Navy policy is to encourage the reporting of suspected violations at the lowest organizational level possible. However, reports may be made to senior management and inspectors general. Commanders are responsible for prompt detection, proper investigation, and appropriate corrective action. Individuals reporting NABF violations are protected from reprisal.

(3) Commanders will take appropriate administrative or non-judicial action against present and former personnel responsible for violations. In case of a serious criminal infraction, commanders will refer the matter to the appropriate criminal investigative organization for investigation and referral to judicial authorities.

(4) Under Section 2783 of title 10, U.S.C., personnel who violate NAF regulations are subject to penalties. Penalties for substantial nonappropriated fund violations by civilian employees shall be the same as those under provisions of Federal law that govern the misuse of appropriations. Violations by personnel subject to the Uniform Code of Military Justice are punishable under Article 92.

(5) There are two principal types of violations that are most serious:

(a) Spending more money than is available, and

(b) Spending money for purposes other than for which the billeting fund was established.

f. Personal Exclusion. No person or group will operate a billeting fund for personal financial profit or have any personal financial interest in the fund's operation.

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g. Prohibition of the Mixing With Other Funds. Except for the assessments by the CNO (N46) central billeting fund and major claimant billeting funds, and as discussed in this instruction, billeting funds will not be contributed, donated, loaned, or transferred to other nonappropriated fund or appropriated fund accounts. Likewise, other nonappropriated fund accounts may not transfer funds to the billeting fund (e.g., morale, welfare and recreation).

h. Bookkeepers. The bookkeeper responsible for accounting for Bachelor Housing fund transactions will not physically control cash, sign checks or maintain the NABF inventory of assets (except office equipment necessary to perform bookkeeping functions).

i. Front Desk Clerks. Front desk clerks will not be permitted to read the cash register they use. Front desk clerks will not be used as bookkeepers.

j. Purchasing Controls. Supply petty officers may initiate purchase orders for NAF purchases, but the orders must always be authorized and certified by the Bachelor Housing officer, Bachelor Officer housing officer or Bachelor Enlisted housing officer. The same person will not act as purchasing agent and receiving agent. External audits and verifications will be conducted by persons separate from the functions audited.

k. External Audits. Command evaluations or internal auditors shall audit the billeting fund at least annually.

l. Bachelor Housing Officer Audits. The Bachelor Housing officer will, at least monthly, conduct an informal review, inspection, or audit in addition to local command evaluation,

internal audit, or audit board audits. This informal audit will include, but is not limited to:

(1) Surprise cash counts.

(2) Checking cash receipts against register totals, completed registration forms, and receipts forms.

3. Service Charge Policy

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a. Use of funds. Service charges will be established to cover the cost of housekeeping services and amenities available for transient personnel. Service charges may also be used to defray the cost of providing services such as installation of telephones, televisions, and cable TV services. table 10-2 provides a detailed listing of all approved NABF uses.

b. Rates. Service charge rates must be maintained at the minimum level necessary to provide quality amenities and services that would be found in a comparable mid-grade hotel. Rates that are excessive or that support unnecessary items have a direct impact on the Navy travel and training budget and are prohibited.

c. Profit. A billeting fund will be operated essentially on a non-profit basis allowing for an annual 10 percent profit to accommodate fluctuations in incoming revenue.

d. Rate Structure

(1) CONUS. Commanding officers and major claimants are authorized to adjust room rates at CONUS transient Bachelor Housing activities up to the maximum percentage of lodging per diem indicated below. CONUS rates will be established by the commanding officer, with concurrence of the major claimant, based on activities' budgets. Where high and low season rates are in effect, the transient service charge should adjust accordingly:

ROOM CATEGORY	CO RANGE MAXIMUM PERCENTAGE OF LODGING PER DIEM	MAJOR CLAIMANT MAXIMUM PERCENTAGE OF LODGING PER DIEM
MULTI-OCCUPANCY ROOM	9	12
SINGLE ROOM	16	20
SINGLE SUITE	24	28
DISTINGUISHED VISITOR ROOM	30	36
DISTINGUISHED VISITOR SUITE	36	50

Table 10-1

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(a) Room categories are defined as:

1. Multi-occupancy Room. Those rooms designated for more than one person (e.g. open bay berthing, enlisted or officer multi-occupancy rooms).

2. Single Room. A room, usually with a private bath, designated for one person.

3. Suite. A room usually with private bath, which has larger square footage than a single room and which, by virtue of its increased size, results in greater expense (e.g., bedrooms and bath with a sitting room).

4. Distinguished Visitor Room. Of similar size to the single room category but has additional amenities.

5. Distinguished Visitor Suite. Of similar size to the Suite category with additional amenities.

(b) Additional occupant rate (e.g. family member occupying with sponsor). A maximum 25 percent of the base room rate may be charged for each additional occupant. No other charges, such as crib fees, rollaway fees, etc., are authorized.

(c) For rates above the major claimant maximum authority, submit requests via chain of command to COMNAVFACENGCOM (Code 50B).

(2) Overseas. At overseas locations, service charge rates will be submitted by the commanding officer to the major claimant for approval.

(3) Rates. Rates will be reported to the major claimant and COMNAVFACENGCOM (Code 50B) annually or when changed.

e. Service Charge Collection. The commanding officer will establish a policy for collection of transient service charges. However, in all cases Bachelor Housing will be capable of accepting the American Express card.

4. Expenditure and Accounting of Billeting Funds

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a. General. Expenditures from a billeting fund will include those services and amenities shown in table 10-2. NABF will not be used to employ managers (except for housekeeping supervisor), front desk personnel, maintenance personnel, or support staff other than housekeepers and a bookkeeper dedicated specifically to billeting fund accounting. Further, NABF may not be used in lieu of Appropriated Funds (AF) with intent to reimburse without written approval of the Under Secretary of Defense (Personnel and Readiness). It is strictly prohibited to use NABF for purposes other than those cited.

- Conference rooms. A fee to cover the incremental out-of-pocket costs (i.e. room set-up, cleaning, refreshments, etc.) incurred in providing such services may be charged.

b. Financial Statements. As previously mentioned, the RAMCAS Financial Statement is furnished monthly to each activity with a billeting fund. It provides a balance sheet, an Executive Summary (Income Statement) and detailed status of the activity revenue and expenses. The statements are divided into: Bachelor Officer Housing, Bachelor Enlisted Housing, Distinguished Visitor Housing (Officers), and Distinguished Visitor Housing (Enlisted), General Fund (general and/or administrative costs) and Recycling. In addition to reference (n) the Recreation Mess Central Accounting Systems (RAMCAS) User's Handbook gives specific Bachelor Housing accounting codes which shall be used by every Bachelor Housing operation operating a billeting fund. If, because of size or number of distinguished visitor spaces, implementing the entire Chart of Accounts from the RAMCAS User Handbook would place an undue administrative burden on an activity, a waiver to use a modified Chart of Accounts can be requested from the major claimant. Major claimants are authorized to grant a waiver provided sufficient accountability to meet the requirements of reference (n) and the RAMCAS User's Handbook can be maintained. Waivers must be in writing with a copy to COMNAVFACENGCOM (Code 50B).

c. Management. If the billeting fund is experiencing a net loss during normal operations, financial statements will be reviewed to determine the cause of the loss and an action plan prepared to reduce and eliminate the loss. Every attempt to reduce expenses should be made, including requesting APF for

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routine operation of the housing, before requesting a service charge rate increase.

d. Saving for Large Purchases. When accumulating cash for a major purchase, it should be placed in the Restricted Cash-Capital Outlays Account (Account 102) until a sufficient amount of money is saved to make the purchase. Use of this account will be for specified, authorized individual projects. The following guidelines apply:

(1) Commanding officers are authorized to restrict cash for properly approved and budgeted spending initiatives up to \$200,000.

(2) Activities will not restrict over \$200,000 without prior approval of their major claimant.

(3) Activities will not restrict over \$500,000 without prior approval of COMNAVFACENGCOM (Code 50B) via their major claimant.

(4) Spending plans for individual projects will be submitted to the proper authority (depending upon monetary limit) for approval before cash can be restricted.

(5) Restricted cash will be used only for the purpose for which it was approved.

e. Rollup of Excess Cash. Billeting funds will be subject to a rollup to the major claimant of excess cash when cash available exceeds five times average monthly expenses (total preceding 12 months expenses divided by 12). Rollup of excess cash will occur annually at the end of the fiscal year after review of the RAMCAS for each activity. The major claimant and activity will be contacted by COMNAVFACENGCOM (Code 50B) when excess cash exceeds three times average monthly expenses and prior to any rollup. Excess cash at the major claimant level will be addressed as it occurs.

5. Shortage of Billeting Funds

a. Theft Misappropriation. In cases involving a theft/ misappropriation or loss of billeting funds over \$500, the

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commanding officer will request an investigation by the Naval Criminal Investigative Service.

b. Command Investigations. When circumstances warrant, the commanding officer should convene a command investigation or board of inquiry as provided in the Judge Advocate General's Manual.

6. Disestablishment of Billeting Funds

a. Approval Authority. COMNAVFACENGCOM (Code 50B) via the major claimant, must approve the disestablishment of a billeting fund. CNO (N46) and COMNAVFACENGCOM are successors in interest to any disestablished billeting fund. Disestablishment should be conducted in accordance with reference (n).

b. Residual funds. Major claimants may request authority from COMNAVFACENGCOM (Code 50B) to receive residual funds from a disestablished billeting fund in their claimancy for reprogramming to other activities.

7. Major Claimant NABF Responsibilities and Authority

a. Responsibilities

(1) Assist activities in the establishment of a billeting fund and approval by NAVFACENGCOM (FAC-50).

(2) Ensure Bachelor Housing staffs are properly trained in financial management of NABF, and are familiar with current policies governing NABF.

(3) Assist Bachelor Housing in NABF financial management when needed.

(4) Provide NABF funding assistance to activities in need by:

(a) Redistribute NABF when possible.

(b) Assisting activities with grants.

(5) Assess the fiscal condition of billeting funds by

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(a) Monitoring monthly RAMCAS statements. Activities showing deficit trends must be assisted promptly.

(b) Inspecting and auditing an activity's billeting fund at least annually, in addition to scheduled command inspections, to ensure effective management and efficient and proper use of funds.

(6) Assist in the disestablishment of a billeting fund.

b. Authority

(1) Redistribution Authority. Except when a billeting fund is disestablished, major claimants are authorized to redistribute NABF from one activity to another activity within their claimancy. The following guidelines apply:

(a) NABF will only be transferred from one Bachelor Housing billeting fund to another Bachelor Housing billeting fund. NABF will not be transferred to any other type of NAF instrumentality.

(b) No funds will be transferred out of an activity's restricted cash-capital outlays account.

(c) No transfer will bring an activity's central bank account (minus the restricted cash-capital outlays account) to less than 3 month's operating capital.

(2) COMNAVFACENGCOM (Code 50B) will be notified of intent to redistribute NABF, citing the amount to be transferred, and activities from and to which money is to be transferred. COMNAVFACENGCOM (Code 50B) will notify the RAMCAS to transfer the funds.

8. Headhousing Central Fund Use

a. The Headhousing Central Billeting Fund

(1) Pay bills if a billeting fund should be operating temporarily at a loss, provide start-up loans for new billeting funds, and receives residual funds when an individual fund is disestablished.

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(2) Pay for the RAMCAS accounting system which supports the billeting fund and employee benefit costs.

(3) Provide operational and special purchase loans/grants to support documented needs.

(4) Provide an emergency source of funds in the event of unexpected or catastrophic incidents.

b. Management of Central Billeting Fund. COMNAVFACENGCOM (Code 50B) has overall responsibility for the management of the central billeting fund. This includes but is not limited to: developing policy for BH billeting fund operations and managing the Combined Bachelor Housing central billeting fund. The income for the fund is derived from:

(1) A 3 percent assessment on the gross service charge revenues of each billeting fund using RAMCAS.

(2) Interest earned on the central fund balance and the activity central bank account balance.

9. Policy for NABF Grants

a. Grant Requests. Installations operating a billeting fund which have documented unfunded needs should submit requests to COMNAVFACENGCOM (Code 50B) via the chain of command by 31 August.

(1) Claimants will prioritize all requests and forward the prioritized list to COMNAVFACENGCOM by 30 September. Requests will be reviewed in conjunction with the financial condition of the central fund, and grants will be given for the highest priority requests based on availability of funds.

(2) All requests should include a description of the unfunded requirement, grant amount needed, and an itemized cost breakdown. Requests must not be made to recoup funds already spent or to support on-going initiatives or purchases.

b. Authorized Expenditures. Grants will be used solely for officer and enlisted transient Bachelor Housing amenities and will not include major or minor construction and other appropriated fund responsibilities.

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c. Distribution. Grants will normally be distributed by 31 December and funds must be used for the purpose for which they were requested.

d. Start-up and Emergency Grants. Start-up grants and emergency grants may be requested and distributed when needed.

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SOURCE OF FUNDING FOR TRANSIENT HOUSING

DESCRIPTION	APF	NAF
FACILITIES		
Construction, Minor Construction, Renovation, Addition, Alteration, and Conversion (Includes Furnishings necessary for complete and usable facility)	X	
Common Support (Fire, Police, Pest Control, Snow Removal, etc.)	Base O & M	
Grounds Maintenance	X	
Landscaping	X	
Maintenance/Repair	X	
Rent/Lease	X	
Utilities	Base O & M	
FURNISHINGS (ROOMS)		
Alcoholic Beverages		X (1)
Amenities (Complimentary toiletries, Snack Items)		X
Appliances (Including maintenance) Washer/Dryer Ice Machines Refrigerators (Micro) Microwaves	X	X X X
Cleaning Supplies	Common area	In room
Furnishings: New Construction; (see Facilities)	X	
Furnishings: Replacement (Furniture, Carpeting, Wall Coverings, Furnishings: Maintenance/Repair (Use original funding source)	X X	X (Upgraded) X
Linens (Purchase/Cleaning)	X	

Table 10-2

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SOURCE OF FUNDING FOR TRANSIENT HOUSING

Televisions (Initial Purchase, Replacement, Maintenance/ Repair)	X	X
Cable TV Wiring	X	
Cable TV Monthly Service Charge		X
Telephones		
Installation (Building Wiring)	X	
New/Replacement	X	X
Monthly Service Charge/Line		X
Rental		
Toll Calls by Guests/Reimbursed by Guests		X
Administrative	X	
Toilet Paper/Paper Towels	Common area	In room
SERVICES		
Cable TV Service		
Installation	X	
Service Charge		X
Refuse Collection/Disposal (Other than in-room)	X	
OFFICE/COMMON SERVICES/AREAS		
Accounting Services		X
Administrative/Front Desk Furnishing and Supplies, including ADP Equipment (Initial Purchase, Replacement, Maintenance/Repair)	X	
Cleaning Supplies/Equipment	X	
Cleaning Common Areas	X	
Cash Register		X
Contractual Support	X	
Credit Card Fees		X
Legal Support	X	

Table 10-2 (Cont.)

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SOURCE OF FUNDING FOR TRANSIENT HOUSING

Office Supplies	X	
Recreational Activities (Swimming Pools, Tennis Courts, Weight Rooms, Saunas, Jacuzzis)	X	X (1)
Recreational Equipment (Pool Tables TV, Games, etc. for Lounges)	X	X (1)
Safe		X
Travel (TAD/PCS/HHG) Military APF Civilian NAF Housekeeper	X X	X
Vehicles Administrative Housekeeping Maintenance	X X X	Golf cart for House- keepers (3)
Vending/Amusement Machines		X (2)
PERSONNEL		
Executive Control/Command Supervision	X	
Administration/Management	X	
Housekeepers/Bookkeeper		X
Desk Clerks/Reservations Full Time Part Time	X X	
Housekeeping Supervisor		X

Table 10-2 (Cont.)

NOTE: (1) MWR
(2) NEX
(3) a golf cart to ferry housekeepers between buildings may be purchased, operated, and maintained with NABF.